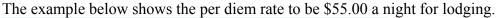
How to Indicate Lodging Costs for Government Quarters

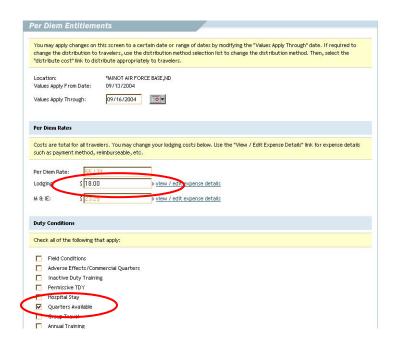
Make the lodging arrangements with base housing outside of DTS by phone or e-mail (unless your CTO will make these arrangements for you). Review Government Lodging for additional information on this process. Once you have made the lodging arrangements follow these steps to enter those cost.

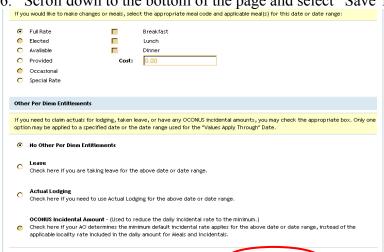
- 1. Click on the "Additional Options" menu.
- 2. Click on "Per Diem Entitlements".
- 3. Select "Edit All".





- 4. Update "Lodging" in the "Per Diem Rates" section with the cost per night at the BOQ/BEQ (example, BOQ charges \$18 per night). If you do not have a GOVCC and need to pay for BOQ/BEQ using another payment of payment skip to step 8 and then return to step 5.
- 5. In the "Duty Conditions" section, select "Quarters Available".

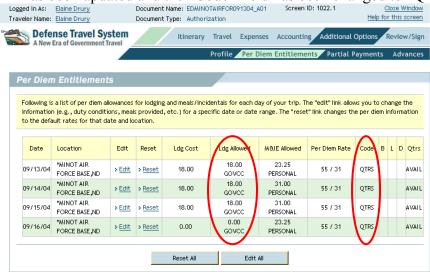




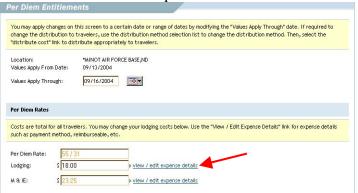
Cancel These Entitlement Changes and Return Save These Entitlements

6. Scroll down to the bottom of the page and select "Save These Entitlements".

7. Review the "Per Diem Entitlements" screen to ensure that the "Ldg Allowed" field has been updated and the "Code" field has been changed to "QTRS".



8. Click on "view/edit expense details" in the "Per Diem Rates" section.



9. Select "Personal" from the "Method of Reimbursement" drop down box and click "Save". Return to step 5 through 7.

